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21 December 1953

Summary of Meeting Held at 2:00 P.M. 17 December 1953, Room 2035-J

25X1

Purpose: Discussion of the Survey Report of RI and WHD Prepared by [   ] 25X1
[   ], General Services Office.

Representatives: DD/P   [   ] Assistant Chief   25X1

General Services Office   [   ]   25X1

FI/ADMIN

SE

FI/RI

25X1
25X1   [   ]   I know you all know the purpose of this meeting today. [   ]   25X1
[   ] has asked me if I would get you people and [   ]   25X1
people together, and have an FI representative as well, to go
over this survey you have made of RI and WH. [   ] feels   25X1
that you people have spent a lot of time and effort on this
survey. You evidently have gotten into it very deeply and have
come up with a fairly comprehensive and concrete report, and you
have some very pointed recommendations. I haven't gone through
this report completely myself, although some of you have, but
we want to make sure before a determination is made that we have
given it proper attention and thought, and that we are taking
the right direction. That is actually the purpose of our meet-
ing today. I propose that perhaps the best way to handle this
would be to take your recommendations one by one and you give
us your reasons for these recommendations, and then I would like
to have the RI and FI people give their reaction.

25X1   [   ]   May I suggest that if everybody is familiar with the report, and
certainly we are and I assume that everybody is, we ought to
clarify what our objectives are, point by point. I am sure every-
body concurs on this idea, that what RI is supposed to do is serve
the operating activities. In a memorandum which we wrote to [   ]   25X1
we asked for comment from the area divisions and staffs. [   ]   25X1

replied but there is no indication that the comments had been obtained. We feel that for a proper evaluation of the report, since the report is a survey of RI and takes in only WH... We do not necessarily feel that everything we recommended is right down the middle—what we ought to do is form one ball team and discuss the proposal. We've gotten the facts. The facts are certainly subject to clarification. The recommendations are one method of achieving the Agency's goal and the goal of DD/P. We'd like to see that there is a Records Program installed in each component of the Agency. This survey is limited. Only RI and WH were surveyed—the rest of the area divisions and many of the staff activities were not included.

Lately we've had ten, twenty, thirty people come to us directly and ask for assistance in connection with some of their records problems. Let's try to follow the approach, if we can, of setting up a records program. Let's continue this thinking—this one meeting represents months of work. The procedures and the establishment of RI as it exists today represents servicing the Agency for many years. We do not think the thing should be treated lightly nor in one meeting. Therefore, our proposal to [ ] was that a group of people, consisting of representatives of RI, of two or three area divisions, probably from one or two staffs, get together, discuss and come up with an overall plan, not necessarily our recommendations. We are not saying ours is the only plan—we think it's a workable plan.

25X1

25X1 [ ] We appreciate that one hundred percent. There is one point we have to establish before we go further—that we do have efficiency in our RI shop and Records Management Program. Perhaps Record Management is servicing the DD/P and the area divisions. If that is true there is no sense in going through these long studies. How do you feel about this, John?

25X1 [ ] I agree with that wholeheartedly.

May I say that you have to completely review the study and the facts before you find out whether there is a problem. Let's do that—let's find out where we're going and where we're going to end up after we have done this. Is it your proposal that this review is to be limited to one discussion? Does anybbdy have in writing the study of the staffs of this proposal? The results

25X1 were not in [ ] reply...

25X1 [ ] I feel we should limit today's discussion and after we have summarized the results we can determine whether it is necessary to revise the procedure or whether we are satisfied with the system as it is. With that in mind I would like to start with your recommendations and go right down the line.

25X1

Any way you see fit.

We have this summarization in the front—does that agree numerically with those in the back? [   ] explained how the survey report was set up.)

25X1

Let's take each recommendation and read it over, and if you care to you can comment on each one and we'll arrive on conclusions on each recommendation. The first four recommendations are listed on page 29:

"1. That operational records be maintained only in the division file station as proposed in Recommendation No. 10 Page 47.

"2. That administrative records be maintained only in the division file station as proposed in Recommendation No. 10, page 47.

"3. That copies of field and dissemination reports from all divisions be maintained in the central DD/P file station.

"4. That copies of field and dissemination reports for the creating division be maintained in the division file station as proposed in Recommendation No. 10, page 47."

The representatives of the General Services Office then explained that what they visualized was a Central Registry, preferably centrally located for the sake of geographic convenience, with division registries at strategic points. RI would be the point for distribution of mail from RI to each staff activity and area—those registries would have the function of internal dis-

25X1

tribution of mail. [   ] explained that they did not intend to abolish RI, but recommended abolishing the existing RI Staff (in its present concept). It would continue to exist but for the purpose of liaison between area divisions and staffs. The present index and record activity would be changing its name because it would be operating under a different concept.

The following points were discussed in detail, with representatives of RI explaining the system now in use by RI, pointing out the advantages, and explaining why the recommendations would not be feasible:

a. Location of records; whether in a central location or in the area divisions at desk level.

b. 5x8 CE cards prepared from field reports; security aspect, personnel required for preparation, problem of interfiling with present 3x5 cards, duplicated copies.

c. Teleautograph or teletype for use between proposed registries and Central Index; RI had investigated possibility of use and found it would not be practical in view of security aspect.

d. Type of material contained in files. What type of correspondence is considered "operational" as opposed to "administrative". It was agreed that Recommendation #2 requires clarification.

(The acceptance or non-acceptance of recommendations 1, 2, 3 and 4 was not clarified at this point. Later discussion developed their non-acceptance.)

Recommendation #5

"That the subject classification of field and disseminated reports be discontinued. Instead, these reports should be arranged and filed in simple numerical sequence according to their source code and number of disseminated number. Recommendations 1, 2, 3 and 4 describe where such records should be kept."

Detailed discussion followed regarding:

Need of desk for chrono as compared to subject file.

Correspondence covering more than one subject - [   ] explained   25X1
that it is filed by the subject primarily concerned and that cross reference
is made to others.

Requests for files--whether for personalities or subjects.

25X1   [   ]   I'll buy the opinion that we will file these reports by letting
the need determine the system.

Recommendation #6

"That the delayed consolidation of information and references on personalities be discontinued, and the procedure proposed in Recommendation No. 7 be adopted." (Discussed with Recommendation #7.)

Recommendation #7

"That a CE information file be established for the collection of information on personalities. This information should be collected and maintained in the following manner:

"a. A card should be prepared upon initial receipt of information in the divisions and that subsequent entries be added on a continuing basis.
"b. The cards should be prepared concurrently with the preparation of the disseminated, upon receipt.

"c. Duplicate sets of cards should be maintained in the DD/P Central File Station and in the division file station.

"d. The process for duplication of CE card by the ozalid method as described on page 42 should be used."

25X1

After d~~Approved For Release~~ 2005/11/21 : CIA-RDP70-00211R000800350036-5 said we were d——ng this on current cases— would that satisfy this recommendation? Let's look into this further...

Recommendation No. 8

> "That the CE information file gradually replace the present main Name Index. In the interim period, reference would be made to both the newly established CE file and the Main Index. No new material would be added to the latter index. It would be permitted to "wither on the vine.""

Discussion followed regarding the index which the Survey report recommended "withering on the vine"; details such as time element, operation of two systems during the changeover, dead files, etc., were discussed.

25X1

[ ] Which system would serve our purpose best? What are the advantages?

RI representatives explained why the CE information card would not be feasible.

25X1

[ ] Let me ask, what, if any, are your objections to installing the proposed system?

Duplication of effort, duplicate search of names, and what is going to amount to conversion of several million documents. You're already substituting one system for another. Our group is improving the system and on that basis let's not jump again into yet another system.

One point in answer to your comments, and that is that in all support areas the office of the DD/P is depending and is getting more and more advice from the office of the DD/A, Logistics, Finance, Personnel, etc. We intend to use your capabilities. We have an organization here carrying on within DD/P that should work closely with you and establish uniformity. The only point is that if our requirements are different than the over-all Agency, within DD/P itself, then it may not necessarily be uniform with the Agency. That applies to your regulation on the Agency File Manual.

This referred to:

Recommendation No. 9:

> "That operational and administrative records be maintained in accordance with the Agency File Manual which is now in process for formal concurrence. It has been discussed with representatives of the DD/P, DD/I, the DD/A, the Office of Communications and the Office of Training."

(The Agency File Manual has not been concurred in by DD/P as it does not fulfill CS requirements.)

Recommendation No. 10:

"That an official file station be established in the WHD to carry
out the functions outlined on Page 46. This same recommendation
appears to be applicable to other foreign divisions and senior
staff offices."

(The subject of this recommendation had been discussed early in the meeting
when discussing the first four recommendations.)

Recommendation No. 11:

"That field pouches for the attention of the Western Hemisphere Divi-
sion be delivered to their file station unopened and that outgoing
pouches be prepared for dispatch in the same facility."

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On Recommendation #11, with regard to the time element involved
in pouch deliveries, several surveys have been made and in every
case the time lost was lost in Division handling, not in RI.
Recent surveys tracing down dispatches showed that they have
mostly been found in the area division or by the area division
or staff, but once they are signed they go right through in RI.

Recommendation No. 12:

"That in the absence of an apparent need for true mail control pro-
cedures, the pouch manifest be used in lieu of the Abstract File Slip,
to record the internal distribution of documents. This function should
be performed by the Area Division File Station."

(It was decided that the manifest could not be used for document control; no
detailed discussions.)

Recommendation No. 13:

"It is recommended that all OSS records be collected and moved to the
Agency's Record Center. This action should be taken as promptly as
possible with one consideration for efficient utilization and management."

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What we want to determine is how active these files are and whom
the users are, and if the records are more than slightly active
and are primarily used by DD/P, they will stay where they are,
otherwise turn them over to the Records Center, providing Security
and each element agrees.

Recommendation No. 14:

"The survey team strongly feels that summary memoranda replies to name
check information should be prepared under the general guidance of the
Division case officers. The clerical unit involved in preparing the
reply should be performed by personnel assigned to the Division file
station."

(Had been discussed in Recommendations

Recommendation No. 15:

> "That the use of such methods as Teleautograph, Teletype, or other
> mechanical processes be investigated for adoption in expediting
> references between various organizational units. Such mechanical
> methods must provide for secure transmission of messages."

RI representatives stated that they are checking into these methods.

Recommendation No. 16:

> "That arrangements be made to convert the Crypto-Pseudo file from the
> present 3x5 cards to punched cards. The General Services Office will
> be glad to assist in the development of this project.

> "The Crypto-Pseudo file should be maintained by the DD/P central file
> station."

The Crypto-Pseudo file as it exists in RI today was discussed.

25X1   [   ]   It would seem there is a questionable application of Recommendation #16.

Recommendation No. 17:

> "a. An active records management program be established for the entire
> DD/P area to include the following major activities:

>> "1. Records creation control; creating adequate records for documentary purposes and preventing the creation of unnecessary records;

>> "2. Records maintenance control; establishing uniform procedures and systems for maintaining current and semi-current records;

>> "3. Records disposition control; including retirement, preservation and disposal of records.

25X1   "b. A minimum staff of [   ] GS-13 and [   ] GS-12, be   25X1
> established to carry out these functions. The GS-13 analyst would
> be the records administrator for Clandestine Services and be responsible for the development of standards for the creation,
> maintenance and disposition of records. In addition, this employee
> would be responsible for assuring that the records program of
> Clandestine Services conforms with that of the Agency.

> "c. This staff report directly to the Chief of Administration for DD/P".

25X1   [ ] Paragraph a-1 is being done.

Paragraph a-2 - agreed this is the crux of the whole survey and that will be our major objective in DD/P.

Paragraph a-3 - Records disposition control presently in effect.

25X1   [ ] quoted figures supporting the total of 1,259 cu.ft. of records which have been retired, primarily to Archives.

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25X1   [ ] questioned the establishment of disposal schedules and was assured by [ ] that they had been taken care of and would be accomplished by 30 June 1954. Overseas application was questioned and [ ] stated that   25X1
established procedure was coming out in [ ]   25X1

Recommendation No. 18:

"It is recommended, however, that continued efforts be made to see if punched card methods are applicable to any other records keeping process in RI or throughout the FI. This function should be performed by the Records Management staff as suggested in Recommendation No. 18."

25X1   [ ] suggested that under the Records Management Program RI should assume responsibility and work with O&M people. It was explained that RI
25X1 Staff is in constant touch with [ ] regarding any problems that come up and suggested that those persons who present their problems to [ ]   25X1
staff be sent back through channels.

Meeting closed at 5:30 P.M.